



DEPARTMENT OF THE NAVY
COMMANDER NAVAL RESERVE FORCES COMMAND
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5100

Canc frp: Jul 03

COMNAVRESFORCOMNOTE 5400
N1

COMNAVRESFORCOM NOTICE 5400

17 DEC 2002

Subj: FISCAL YEAR 2004 (FY-04) NATIONAL COMMAND AND SENIOR OFFICER (O6/O5)
NONCOMMAND BILLET SCREENING AND ASSIGNMENT PROCEDURES

Ref: (a) BUPERSINST 1001.39D
(b) COMNAVRESFORINST 1001.5D
(c) JAGINST 1301.2B
(d) COMNAVRESFORINST 3000.1E
(e) SECNAVINST 1401.3
(f) COMNAVRESFORINST 1401.1
(g) OPNAVINST 5354.1E
(h) COMNAVRESFORINST 5354.7A
(i) SECNAVINST 5211.5D
(j) OPNAVINST 1000.16J

Encl: (1) Plan of Action and Milestones Schedule
(2) Sample Board Precept
(3) Board Membership Guidelines (Sample)
(4) Billet Membership Application (Sample)
(5) Supplemental Information Letter (Sample)

1. Purpose. To establish standardized procedures for the screening and assignment of Drilling Reservists to National Command and Senior Officer (O6/O5) Noncommand billets in Naval Reserve Forces Command (NAVRESFORCOM) units.

2. Background. Screening and assigning our best-qualified officers to senior leadership and management positions is vital. This can be achieved best through a consistent process that promotes credibility with resource sponsors, major claimants, gaining commands, and the Drilling Reserve community. Enclosures (1) through (5) of this notice are provided for your information.

3. Scope

a. This notice supplements officer assignment policies issued by references (a) and (b) and contains pertinent guidance for screening and assigning drilling Naval Reservists to National Command billets, and Senior Officer (O6/O5) Noncommand billets within the COMNAVRESFORCOM claimancy with the exception of Air Systems Command (Program 25) billets.

b. Judge Advocate General (JAG) officers are governed by a Professional Qualification Screening Board (PQSB), which is convened per reference (c). JAG Corps candidates should use the application procedures outlined herein, and adhere to additional instructions per reference (c).

c. Due to the earlier scheduling of the FY-04 Board (June vice August), the results of the FY-04 CDR Line Board and the CAPT and CDR Staff Boards are not expected to be available before the final billet selection deadline for

17 DEC 2002

the applicants. Therefore, subject in zone officers may only apply for billets in their current paygrade. Additionally, those officers selected for promotion will be allowed to remain in their board selected billets until 30 September 2004. The FY-04 Line CAPT results are anticipated to be released before the final billet selection update deadline (18 May). Based on this timeline, Line CDR's selected for CAPT may apply for CAPT Line billets. In the event these promotion results are not released before the deadline, the billet selection deadline will be revisited, giving consideration to the estimated release date with respect to the start of the Board.

d. All officers are encouraged to routinely visit the APPLY web page (<https://apply.nola.navy.mil>) for updated information regarding their community and changes to the billet file. When appropriate, e-mail will be used to communicate with applicants on individual and community related information.

e. All Reserve echelon IV and above Commanders may select their Reserve Deputies for Mission Effectiveness (DME). The appropriate community will select all other staff positions during the normal Selection Board process. Local selections for the DME position must be made in advance of the National Board and selection results forwarded to COMNAVRESFORCOM (N12) by 1 June 2003.

f. The Navy Emergency Preparedness Liaison Officer (NEPLO) program will advertise their billets and provide FY-04 policy and board information on the APPLY website. Interested officers will be able to apply for NEPLO billets online via the APPLY website. A separate NEPLO selection board will be convened per reference (d).

g. Per paragraph 3a above, billets within the Air Systems Command (Program 25) will be boarded via a separate board.

h. No other modifications or deviations to the procedures issued by this notice are authorized without written approval from COMNAVRESFORCOM before the Board's convening date. Modifications will be published on the APPLY web page.

4. Action

a. COMNAVRESFORCOM

(1) Act as the convening authority for the screening and assignment Board per the schedule in enclosure (1) of this notice.

(2) Appoint a Naval Reserve flag officer to serve as President of the FY 2004 Screening and Assignment Board.

(3) Appoint the membership of the Screening and Assignment Boards, including voting members, recorders, and assistant recorders per references (e) through (i).

(4) Liaise with Navy Personnel Command (NAVPERSCOM) in the scheduling, coordinating, and executing the Board.

(5) Advertise billet vacancies to the Naval Reserve Force.

17 DEC 2002

(6) Provide Board precept in the format of enclosure (2) of this notice.

(7) Post the Apply Program by 31 January 2003 on the COMNAVRESFORCOM (N12) web page for on-line registration and submission of billet application packages for the National Board.

(8) Receive and log supplemental information. Correspondence received or faxed after 6 June 2003 will be processed on an as received basis and cannot be guaranteed to be processed in time for Board consideration.

(9) If end strength dictates, identify and remove from consideration officers who are multi-FOS (failure of selection) for promotion. Take appropriate action to notify any such applicants.

(10) Remove from consideration officers identified in paragraphs 3e, 3f, and 3g above who are selected for appointment to DME billets, NEPLO organization billets, Air Systems Command (Program 25) billets, and those who are selected for billets within the Naval Air Reserve Forces claimancy.

(11) Approve/disapprove all billet extensions and Projected Rotation Date (PRD) adjustments. The Board will not consider officers approved for billet extensions and their billet will be removed from the vacancy billet list. All billet extension/PRD adjustment requests are due to COMNAVRESFORCOM (N12) by 15 April 2003.

(12) Ensure the contents of applications are released to only the Board support staff and members. Ensure strict compliance with the Privacy Act requirements of reference (i).

(13) Approve the recommendations of the Screening and Assignment Board, including:

(a) Approval of the nominations for appointment to Command and Noncommand billets.

(b) Resolution of grade, designator, Naval Officer Billet Code (NOBC), and tenure waiver requests.

(14) Conduct other actions per references (a) and (b).

b. Active Navy gaining commands may:

(1) Through Reserve Liaison Officers (RLO) if applicable, provide gaining command comments directly into the Apply Program Administrative Module for review by COMNAVRESFORCOM (N12). This profile amplifies gaining command expectations and aids in placing the right Reservist in the right billet; however, it will not supersede the requirements already placed on the billet. Gaining command comments should state general guidelines and/or specific professional skills or qualifications that the applicant needs to know before applying for the billet as well as any unique drilling requirements. Specific nominations of individuals should not be forwarded nor will they be accepted. Additional NOBCs not reflected on the Reserve Unit Assignment Document (RUAD) should not be added to the letter. Changes to the billet which affect designator, grade, NOBC, billet title, etc., must be changed per reference (j).

17 DEC 2002

(2) All third party correspondence endorsing a particular officer to the Board President must be forwarded via the subject officer.

c. Echelon IV commanders will:

(1) Verify that PRDs of command and senior officer (O6/O5) noncommand billets are correct in Reserve Headquarters System (RHS) per the schedule in enclosure (1) of this notice. The national billet advertisement will be based on RHS data.

(2) Provide widest possible distribution of this notice and information pertaining to the Board process.

(3) Designate an individual, usually the Region's or Air Station's Manpower Officer as the regional representative to answer questions about the application process and the usage of the Apply Program.

d. President, Screening, and Assignment Board will:

(1) Oversee Board administration and logistics with COMNAVRESFORCOM.

(2) Conduct and report Board proceedings per enclosure (2) of this notice (COMNAVRESFORCOM 5320-5 refers).

(3) Ensure strict compliance with the Privacy Act requirements of reference (i). Ensure complete destruction of records, materials, and notes of Board.

(4) Fill unadvertised billets vacated by members selected for CO/OIC billets.

e. Echelon V Commanding Officers (COs) will:

(1) Ensure PRDs are correct in Navy Standard Integrated Personnel System (NSIPS) and CO billets are correctly identified on RUADs.

(2) Ensure Apply Program and Schedule are widely advertised (vacant billets are listed in the Apply Program).

(3) Support the preparation and submission of web applications and, if necessary, supplemental information letters to the President of the Board, in the format of enclosure (4) of this notice, per the schedule in enclosure (1) of this notice.

f. Echelon VI COs verify applicable data for their unit (e.g., CO/Officer in Charge billets, and PRDs) is correct in NSIPS, mentor their junior officers, explain the application process and review/screen their junior officers' applications.

g. Individuals interested in becoming Board members will submit applications for membership to COMNAVRESFORCOM (N12) by 1 February 2003 per enclosure (3) of this notice. Officer Summary Records/Performance Summary Records (OSRs/PSRs) are required with the application and may be obtained from BUPERS Online (by printing or saving as a .pdf file). Diverse membership is desired to represent the demographics and range of expertise within all the communities and to develop and expand the experience base of our officer corps with Board procedures. Applications may be submitted by the following means:

17 DEC 2002

- (1) E-mail to applyfy04@hq.cnrf.nola.navy.mil.
- (2) By fax to (504) 678-1029 Attention: FY-04 Board.
- (3) By mail to Commander, Naval Reserve Forces Command (N12),
Attention: FY04 Board, 4400 Dauphine Street, New Orleans, LA 70146-5100.

h. Reserve officers will:

(1) Complete on-line registration of their name, Social Security Number (SSN), and designator via the Apply Program by 30 April 2003. Registration is required by this date to ensure NAVPERSCOM (Pers-32) has adequate time to compile the applicants' official record to screen for fitness report continuity and compilation for the National Board.

(2) Submit a completed final billet selection via the Apply Program by 18 May 2003. The Board will use the official records in the Electronic Military Personnel Record System (EMPRS) as the basis for determining a confidence factor of the officer's past performance and future potential. Any supplemental correspondence must be submitted to the President of the Board in the format of enclosure (4) of this notice. Ensure correspondence to the Board President is properly identified. If not already included in the basic document, type your name and SSN on every page, preferably at the bottom of each page. Supplemental correspondence should be mailed to President, FY-04 Reserve Command and Senior Officer Noncommand Selection Board, Naval Personnel Command, 5720 Integrity Drive, Millington, TN, 38054 or faxed (901) 874-2746. Officers currently serving in Noncommand billets may apply for Command billets before the end of their current assignment or if they have been promoted above the paygrade of their current billet during FY-03 (this is community policy dependent). In all other situations, officers are ineligible for transfer to a subsequent pay assignment before completing a full tour in their current assignment. A full tour is defined as follows:

(a) Command: Two years (Volunteer Training Unit (VTU) exempt).

(b) Noncommand: Three years (VTU exempt).

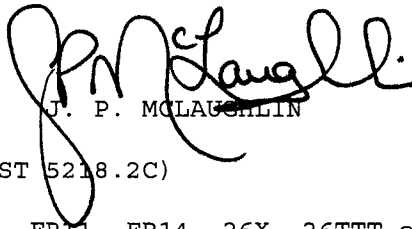
(3) If not selected to a pay billet, must provide nonpay preference (VTU/IRR) to their parent activity by 31 July 2003 (upon completion of the FY-04 National Command and Senior officer Noncommand Screening and Assignment Board).

(4) If selected to a billet by Board action and any individual refuses the billet, they will be subject to FY-04 manpower guidance to determine if he/she will remain in a pay status. Members must accept or decline their board selection by 31 July 2003.

5. **Reports.** The requirement to submit the FY Billet Selection and Screening Results contained above has been assigned report control symbol COMNAVRESFORCOM 5320-5. This report will be reviewed for continuance in October 2004.

17 DEC 2002

6. Cancellation Contingency. This notice remains in effect until superseded by another COMNAVRESFORCOMNOTE 5400 bearing the same subject.



J. P. McLAUGHLIN

Distribution: (COMNAVRESFORCOMINST 5218.2C)

List B1 (23C, 42RR, FR21 only)

B2 (FR3, FR4, FR5, FR9, FR10, FR11, FR14, 26X, 26TTT only)

C1 (26R1 (COMNAVIUWGRU TWO), 26R2 (COMNAVIUWGRU ONE) only)

C2 (39T only)

D (42B3, 42J3 only)

E2 (26QQ1 only)

E3 (41A only)

E8 (FT1 only)

Copy to:

All SELRES Flag Officers

Stocked: COMNAVRESFOR (N01A)

17 DEC 2002

PLAN OF ACTION AND MILESTONES SCHEDULE

2002 DESCRIPTION

- 12 December COMNAVRESFORCOM (N12) releases messages requesting Board membership and support.
- 15 December COMNAVRESFORCOM (N12) begins accepting Board membership applications.
- 16 December Deadline for echelon IV N1s to submit CO/OIC billet data (RUIC/RBSC/AUIC) to COMNAVRESFORCOM (N12) (details provided under separate cover).

2003 DESCRIPTION

NLT

- 31 January COMNAVRESFORCOM (N12) post Vacancy Manager and APPLY Program on the web for registration (<https://apply.nola.navy.mil/>).
- 1 February Board membership and Board support application packages due to COMNAVRESFORCOM (N12) (email applications to applyfy04@hq.cnrf.nola.navy.mil).
- 15 March COMNAVRESFORCOM (N00) appoints Board flag officers and appoints Board members.
- 15 March Deadline for RLOs to complete gaining command comments to VACANCY database, via the web.
- 25 March Board flag officers, Board members and support personnel notified of selection by COMNAVRESFORCOM (N12).
- 15 April Deadline for echelon IV (N1s) to update final billet extensions/PRD adjustments via RHS.
- 30 April On-line registration cut-off for APPLY program.
- 18 May Final day for Drilling Reservist updates to their on-line billet applications.
- 6 June Final day for Drilling Reservist supplemental package submissions to the President of the Board.
- 15 June FY-04 Board convenes (Board member Indoctrination).
- 16 June Board membership posted on web.
- 27 June FY-04 Board concludes (estimated date).
- NLT
- 11 July FY-04 Board results released by COMNAVRESFORCOM (N00).
- 15 August Echelon IV cuts orders.
- 1 October Echelon IV ensures PRDs are entered in NSIPS.

Enclosure (1)

17 DEC 2002

SAMPLE BOARD PRECEPT

From: Commander, Naval Reserve Forces Command (Convening Authority)
To: Rank, Full Name, USNR, 000-00-0000/1XXX (Board President assigned by Commander, Naval Surface Reserve Force)
Subj: PRECEPT CONVENING A FISCAL YEAR 2004 (FY-04) NATIONAL COMMAND, AND SENIOR OFFICER (CAPTAIN/COMMANDER) NONCOMMAND SCREENING AND ASSIGNMENT BOARD

Ref: (a) BUPERSINST 1001.39D
(b) COMNAVRESFORINST 1001.5D
(c) COMNAVRESFORCOMNOTE 5400
(d) COMNAVRESFORINST 3000.1E
(e) JAGINST 1301.2B
(f) COMNAVRESFORINST 5354.7A

Encl: (1) FY-04 National Command and Senior Officer (05/06) Noncommand Screening and Assignment Board Membership
(2) Selection Board Guidance
(3) Report of Proceedings

1. The Screening and Assignment Board (herein after referred to as "the Board"), consisting of you as President, and the officers listed in enclosure (1) of this letter, is ordered to convene at (command/location), at (time), (date) per references (a) through (f). The Board shall proceed under the guidance provided in enclosure (2).

2. The Board will recommend the best-qualified officers for appointment to National Command, and Senior Officer (06/05) Noncommand billets. The names, applications, officer performance data, and the list of vacant billets will be furnished to you when the Board convenes.

3. The Board will carefully consider, without prejudice or partiality, the qualifications of each eligible officer. The Board will consider each officer in confidence factor order and recommend for assignment the officers whom a majority of the members consider the best qualified, giving due consideration to the needs of the Navy, the preference and qualifications of the officer, billet requirements, gaining command provided information and the mission of the unit. If an officer, who received a lower confidence factor, meets the billet qualifications better than an officer who received a higher confidence factor, then the officer who received the lower confidence factor will be detailed to that billet. The "best qualified" standard will be applied uniformly to each eligible officer; with priority consideration afforded those eligible officers whose prior experience includes successful service in challenging leadership positions.

4. Supplemental guidance for your deliberations as well as the oath that will be administered to all recorders, support personnel and members of the Board is provided in enclosure (2) of this letter.

5. You will report the results of your deliberations, including your recommendations for billet assignments and an alternate candidate list in the format of enclosure (3) of this letter. You are cautioned that the results of the Board remain guarded and no public or private release of billet assignment information is authorized until approved.

FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED

Enclosure (2)

17 DEC 2002

Subj: PRECEPT CONVENING A FISCAL YEAR 2004 (FY-04) NATIONAL COMMAND, AND
SENIOR OFFICER (CAPTAIN/COMMANDER) NONCOMMAND SCREENING AND ASSIGNMENT
BOARD

6. Immediately following Board adjournment, the recorder will witness and observe the complete destruction of all records, materials, and notes of Board proceedings, including but not limited to applications, worksheets, fitness reports, and officer personnel summary records. Application worksheets for officers placed on the alternate candidate list may be withheld from destruction until 30 September 2003.

J. P. MCLAUGHLIN

FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED

Enclosure (2)

17 DEC 2002

FY-04 NATIONAL COMMAND AND SENIOR OFFICER (O6/O5)
NONCOMMAND SCREENING AND ASSIGNMENT BOARD MEMBERSHIP

VOTING MEMBERS

Rank/Name, USNR, Social Security Number (SSN)/Designator

RECORDER

Rank/Name, USNR, SSN/Designator

ASSISTANT RECORDERS

Rank/Name, USNR, SSN/Designator

SUPPORT PERSONNEL

Rank/Name, USNR, SSN/Designator

FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED

Enclosure (1) to
Enclosure (2)

17 DEC 2002

SCREENING BOARD GUIDANCE

1. The following oath or affirmation shall be administered to the recorder, assistant recorders, and support personnel by the President of the Board:

"You, and each of you, do solemnly swear (or affirm) you will keep a true record of the proceedings of this Board, and you will not divulge the proceedings of this Board except as authorized or required by the convening authority or higher authority. So help you God."

The following oath or affirmation shall then be administered by the recorder to the members of the Board:

"You, and each of you, do solemnly swear (or affirm) you will perform your duties as a member of this Board without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the Naval service, and you will not divulge the proceedings of this Board except as authorized or required by the convening authority or higher authority. So help you God."

2. The senior member of the Board has been appointed as President and will perform the prescribed administrative duties. A Board President has no authority to determine any matter that would constrain the Board from recommending for appointment those officers best qualified to meet the needs of the Naval Reserve. Any Board member who believes that they cannot in good conscience perform their duties as a member of the Board without prejudice or partiality has a duty to request relief by the convening authority from such duty. Such a request will be honored. Any Board member who believes that the integrity of the Board's proceedings has been adversely affected by improper influence of military or civilian personnel, misconduct of the Board President or a member, or any other reason, has a duty to request relief from their obligation from the convening authority, and upon receiving it, to report the basis for their belief to that authority.

3. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, creed, color, gender, or national origin. Aggressive commitment to equal opportunity is critical. In evaluating the records of minority officers, the Board should be aware that past discrimination may have operated to the disadvantage of these officers. Such discrimination may have manifested itself in disproportionately lower fitness reports, assignment outside traditional career development patterns, career assignment of less scope and importance. You must ensure these factors do not adversely influence the consideration of these officers for selection for assignment.

4. Due to both historic and existing statutory restrictions on the assigning women in the Navy, the records of female officers before the Board may show a career pattern different from that of their male counterparts. Such pre-existing restrictions on duty assignments, which have foreclosed women to opportunities for operational and command assignments that were available to men, cannot be allowed to prejudice the selection of women for assignment. Duty performed by a female officer whose assignability is constrained by law or policy, will be given weight equal to duty performed by her male peers. In evaluating a female officer, emphasis will be placed on her actual performance in assignments rather than her pattern of assignments when compared to male officers.

Enclosure (2) to
Enclosure (2)

17 DEC 2002

5. Enactment of the Reserve Officer Promotion Management Act (ROPMA) dictates mandatory retirement of officers after completing so many years of commissioned service. The recorder will provide to the Board President a list of names of officers who are within 3 years of mandatory retirement. The Board will decide if officers on the list should be considered for a billet.

6. The following directions concerning communications and information apply to all Board proceedings:

a. Each of you (President, members, recorders, projectionists, and support personnel) is responsible in maintaining the integrity and independence of this Selection Board, and fostering careful consideration, without prejudice or partiality, of all eligible officers.

b. You must pay particularly close attention to the rules governing communications with and among other Board members, the information authorized to be furnished to you, and the procedures you should follow if you believe that the integrity of this selection Board has been improperly affected.

c. You may not receive, initiate, or participate in communications or discussions involving information precluded from consideration by this Board. You are to base your recommendations on the material in each officer's military record, any information I have provided to the Board and any information communicated to you by individual eligible officers under provisions I have issued. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded in law or Service regulations from consideration by a selection unless that opinion is contained in material provided to the Board.

7. The following instructions apply to Board proceedings:

a. You will conduct your deliberations as a two-step process. First, you will screen and rank all applicants based upon documented performance, then you will detail each officer based upon applicant preference, qualifications, unit mission, and the requirements of the gaining command and the billet.

b. The screening process will begin with a review of the official records in the Electronic Military Personnel Record System (EMPRS) and any properly executed third party correspondence. Each reviewer will prepare and deliver a briefing to include the following highlights: (1) Performance as recorded on EMPRS; (2) challenging active and inactive duty assignments (e.g., Commanding Officer, Executive Officer, Training Officer, Department Head); (3) significant annual training (e.g., Boards, professional schools/courses, exercises); (4) personal awards/decorations; (5) billet relevant education; and, (6) the contents of correspondence addressed to the Board President (if applicable). A confidence factor will be recommended by the briefer and voted on by secret ballot by each Board member as follows:

100 percent - Outstanding officer, should be screened for assignment

75 percent - Strong officer, probably should be screened for assignment

Enclosure (2) to
Enclosure (2)

17 DEC 2002

50 percent - Good officer, may be screened for assignment

25 percent - Less competitive than other officers

0 percent - Not competitive with other officers (this constitutes a NO vote)

c. Confidence factors will be computed electronically. The average confidence factor establishes the position of each officer on the precedence list for the Board to use in subsequent assignment decisions.

d. Before conducting the first record briefing and secret ballot, each Board member must be knowledgeable of the review and briefing process. You will conduct one or more "dry runs" of this process until you are satisfied that the Board is prepared to vote for the record.

e. The precedence list sorted from the secret ballot screening will establish the sequence in which officers shall be detailed. In so far as practical, assignments will be organized by rank, senior to junior.

f. In your assignment deliberations your goal will be to assign the best qualified officer to a billet that the majority of the Board members consider the best match for the preference and qualifications of the officer, the mission of the unit, the requirements of the gaining command, and the billet. You will be guided by the requirements of references (a) through (f) as appropriate, and correspondence properly submitted to you by the applicant and the gaining command. The recorder has removed from consideration those officers who have twice failed to select for promotion and notified them of their removal.

g. It is expected that officers serving in command billets (with the exception of the voluntary training unit) will complete a normal tour (2 years) and, therefore are ineligible for being short-toured for reassignment. All officers serving in Noncommand billets will complete a normal tour (3 years for all units) unless selected for command.

h. You should consider all officers with the same confidence factor as a group for assignment purposes. You may also, by majority vote, include within a group those officers with nearly the same confidence factor, particularly when there are clear separations between the confidence factors scores in the rankings.

i. In deliberating billet assignments within each group of officers, you should first consider the rank, designator, and Naval Officer Billet Code (NOBC) requirements of the billet. Priority should be given to an exact applicant and billet match of rank and designator. An exact match of NOBC is mandatory only when required by the Reserve Functional Area and Sex (RFAS) code. Use of RFAS for rank or designator substitutions is subject to the waiver restrictions of references (a) and (b), and any other current applicable directive. Before a final assignment decision, careful consideration should be made of gaining command and individual Reservist desires.

j. Officers may be assigned to billets other than those specifically applied for subject to the needs of the service and travel/drilling

Enclosure (2) to
Enclosure (2)

17 DEC 2002

limitations cited in their billet application, only if the Reservist agrees to accept a billet other than what they requested.

k. Not all officers, including applicants receiving high confidence votes, will be assigned to billets. In such situations, the names of these officers will be placed in sequence of precedence on the alternate candidate list. The higher ranking officers of this list may be assigned to a billet with full tenure.

l. You should not nominate an officer to a billet that requires a waiver except in truly unusual circumstances. For example, an officer who may not be holding an exact NOBC but possesses civilian experience matching billet requirements; or an officer who has performed well while on active duty which is outside of the designator required by the billet; or an officer who has been accepted into an established training pipeline; however, has not received the training designator.

8. Once you have convened the Board, any member who informs you of a potential conflict of interest (i.e., past or present business, family, or marital relationship) may recuse him/herself. This recuse will apply to all actions (briefings, votes, and assignment) specifically associated with application(s) cited by the Board member.

9. The report of the Board will be in writing, signed by each member and the recorder, and will contain the names of the officers the Board recommends for assignment, and the specific unit and position for which recommended. The report will also identify, in order of precedence, an Alternate Candidate List (ACL). The report will certify that the Board has complied with all instructions contained in the precept. Additionally, the report of the Board will certify that the Board carefully considered the case of each applicant whose name was furnished to the Board, and that in the opinion of a majority of the members of the Board, the officers recommended for assignment by the Board are best qualified to meet the needs of the Naval Reserve.

Enclosure (2) to
Enclosure (2)

17 DEC 2002

REPORT OF PROCEEDINGS

From: Rank, Full Name, USNR, 000-00-0000/1XXX

To: Commander, Naval Reserve Forces Command

Subj: REPORT OF FISCAL YEAR 2004 (FY04) NATIONAL COMMAND AND SENIOR OFFICER
(05/06) NONCOMMAND SCREENING AND ASSIGNMENT BOARD

Ref: (a) COMNAVRESFORCOM ltr

Encl: (1) Billet Assignment Recommendations
(2) Alternate Candidate List

1. Per reference (a), the subject Board met at (command/location), at (time), (date). Enclosures (1) and (2) of this report contain the results of these deliberations.

2. We, the undersigned Board members, hereby certify that:

a. The Board complied with all instructions in the precept,

b. the Board has carefully considered the case of each officer, whose name was furnished to this Board as a billet applicant,

c. in the opinion of the majority of the members of this Board, the officers recommended for assignment by the Board are the best qualified to meet the needs of the Naval Reserve from among those officers whose names were furnished to this Board as a billet applicant;

d. nominations for assignment of senior officers to Command, Noncommand, and National billets (with waiver requests and justification) are submitted as enclosure (1) of this report; and,

e. alternate candidates, in order of precedence, for further detailing action are provided as enclosure (2) of this report.

3. The Board adjourned at (time) on (date).

(Name)

Rear Admiral

United States Naval Reserve

President

(Signature Block for Each Member)

(Name)

Captain

United States Naval Reserve

Member

(Name)

Captain

United States Naval Reserve

Member

(Name)

Captain

United States Naval Reserve

Member

(Name)

Captain

United States Naval Reserve

Member

(Name)

Captain

United States Naval Reserve

Member

FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED

Enclosure (3) to
Enclosure (2)

17 DEC 2002

BOARD MEMBERSHIP GUIDELINES

NOTE: The following guidelines will be applied by the convening authority in selecting members for the National Command and Senior Officer (06/05) Noncommand Screening and Assignment Board.

1. Number of Members. The Board should consist of an odd number of voting members. The duration of an anticipated workload for the Board are factors that should be considered in determining the number of Board members. If a nominated member is unable to support the Board, an alternate member previously selected by COMNAVRESFORCOM will be appointed.
2. Representation. All voting members will be post-command Naval Reserve officers of the rank 06 and above with at least one full time support Training and Administration of Reserve (TAR) officer. The convening authority may make exceptions to the post-command requirement if Staff Corps or female/minority representation with post-command experience is unavailable. Voting Board membership will represent a balance of minority, gender, and designators under consideration. Officers frocked to O6 will not be considered for Board membership.
3. Geographic distribution. The membership of the Board must represent a broad geographic distribution.
4. Membership Exclusion. Board members may not apply for any assignment that will be considered by the Board.
5. Special Voting Members. There will be no special voting members. All Board members will serve for the full duration of the panel to which they are assigned.
6. Recorder. Recorders, assistant recorders, and support personnel are nonvoting members of the Board. The convening authority will appoint the recorders and assistant recorders.
7. Confidentiality. Board membership is confidential. Officers who submit a package for Board membership will not divulge their package submission. Commander, Naval Reserve Forces Command, will make official notification directly to the member. Members will not discuss their assignment with anyone before the actual convening of the Board. The convening authority may officially release membership after oaths have been administered on the day the Board convenes.
8. Conflict of Interest. Per reference (b), section 504b, ensure that no member is assigned if they have indicated on their membership application that they have past or present business relationship (e.g., employer/employee, professional/client, vendor/customer) or any family or marital relationship with any officer under consideration for assignment. Likewise, each member will ensure that they have met and will not apply for a billet under consideration by this Board.

17 DEC 2002

BOARD MEMBERSHIP APPLICATION
(SAMPLE)

From: (Your name, Rank, SSN/Designator)
To: Commander, Naval Reserve Forces Command (N12)
Via: Unit Commanding Officer (if not in command billet)

Subj: APPLICATION FOR MEMBERSHIP ON FISCAL YEAR 2004 (FY-04) NATIONAL
COMMAND AND SENIOR OFFICER (O6/O5) NONCOMMAND SCREENING AND ASSIGNMENT
BOARD

Ref: (a) COMNAVRESFORCOM (message)
(b) COMNAVRESFORCOMNOTE 5400 of (Date)

Encl: (1) Officer Summary Record (OSR/PSR)

1. Per reference (a), I am applying for membership on subject Board. The following information is submitted for each:

- a. Current mailing address, phone number, and email address (if available).
- b. Current unit, date of assignment, and projected rotation date:
- c. Command assignment and history: Unit / Dates
- d. Date of rank:
- e. Previous Board experience: Board / Dates
- f. Ethnicity: American Indian/Alaskan Native, Asian American/Pacific Islander, Black (Non-Hispanic), Hispanic, White (Non-Hispanic) or Other.
- g. Gender:
- h. I (have/have not) (applied/completed) annual training for this FY.

2. I certify that:

a. I have not and will not apply for a billet under consideration by this Board.

b. I have reviewed reference (b) and fully understand the responsibilities of a Board member.

c. To the best of my knowledge, I do not have a past or present business relationship, or any family or marital relationship with any officer applying for assignment to this Board; and I will recuse myself from Board deliberations if and when this situation should change.

3. Enclosure (1) of this application is forwarded for your information.

SIGNATURE

FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED
(SAMPLE)

Enclosure (4)

17 DEC 2002

SUPPLEMENTAL INFORMATION LETTER
(SAMPLE)

Date

From: Captain John Courageous, USNR, 123-45-6789/1115
To: President, Fiscal Year 2004 National Command and Senior Officer
(06/05) Noncommand and Screening and Assignment Board

Subj: SUPPLEMENTAL INFORMATION

Ref: (a) COMNAVRESFORCOMNOTE 5400 of (date)

Encl: (1) Fitness Reports (missing from OSR/PSR)
(2) Other documentation as required (Degree certificates, NOBC
approvals, Third party correspondence, etc.)

1. Enclosures (1) and (2) are submitted per reference (a) as application for the billets advertised in Apply.

2. I hereby certify that all the information submitted is, to the best of my knowledge, correct.

3. I understand that information postmarked after 6 June 2003 may NOT be received in sufficient time to be presented to the Board for consideration.

SIGNATURE

FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED
(SAMPLE)

Enclosure (5)